UMBC – Erickson School Graduate School Application Process

- Online Application Form:  www.erickson.umbc.edu
- Application Deadlines: Domestic – June 1 (Fall) and December 1 (Spring)
  International students please check for specific requirements at:
  http://gradschool.umbc.edu/admissions/international/
- Professional Resume
- Recommendation Letters: three (3) professional or academic letters of reference. See attached recommendation form
- Transcript(s): an official transcript for each post-secondary institution attended
  Important: Official transcripts must be sent from your previous institution’s Registrar’s Office and cannot be opened, unsealed or altered in any way.
- Residency Form (Domestic Students Only)
- Financial Responsibility Form (International Students Only)
- Essay Questions: Erickson School essay questions attached. Do NOT answer the essay questions found on the UMBC Graduate School Application.
- GRE/GMAT scores are NOT required.
- TOFEL score is mandatory only if you are an international student.
- Graduate School Guidelines are attached with more information.
- Fee - $50 Online Application Fee, $70 Paper Application Fee

UMBC−Erickson School
5523 Research Park Drive, Suite 230
Baltimore, MD 21228
Elaine Rudder - 443.543.5607
Leigh Appel – 443.543.5608
APPLICATION GUIDELINES

The Golden-1D Program permits Maryland residents 60 years of age and older to take graduate courses at little cost. The applicant must be at least 60 years old by the date of registration and working no more than 20 hours a week. Qualified individuals may apply as degree-seeking, post-baccalaureate certificate or non-degree seeking students. This program enables qualified persons to have tuition and some fees waived. Indicate on page two of the application form your qualification for any interest in this program.

INTERNATIONAL APPLICANTS

It can take many weeks to complete the processing and assessment of an application from overseas and at least two months for student visa processing. International applicants, therefore, are encouraged to fill strict attention to application deadline dates and to submit all required documents as early as possible. Some applicants may be requested to have a credentials evaluation performed by an outside agency.

At minimum, international applicants must hold a degree that is equivalent or comparable to a four-year U.S. bachelor's degree, and they must have a cumulative grade point average equivalent to a "B" or first or high second division or comparable class ranking to be considered for admission.

 Provisional graduate status, certificate only and non-degree status are not normally available to international students. Non-U.S. citizens residing in the U.S. who hold permanent residency status, meet the required language proficiency and possess appropriate academic preparation may be considered for non-degree status.

Transcripts, Mark Sheets and Language Requirements

Applicants must provide an official English language transcript and an official native language transcript or mark sheets from each post-secondary institution attended. Each set of documents must list subjects studied, grades or marks received and rank in class or division.

See Language Requirements section above for information about language proficiency required of students whose native language is not English.

Immigration Documents

International students should enter the U.S. in a visa category that permits a designated program of study. Students must receive the immigration form required for obtaining the appropriate visa from the UMBC International Education Services (IES) office. A student planning to attend UMBC must receive another other school's I-20 to enter the United States since students are required by law to attend the school whose I-20 they use for entry. International students already studying in the United States who wish to transfer to UMBC must secure proper immigration documents to be granted permission to transfer. Students who arrive unaccompanied in the U.S. but plan to bring dependents later must complete at least one semester of study before requesting visa documents to bring dependents to the U.S. They must show adequate financial resources, as F-2 dependents are prohibited from all employment.

Financial Resources

Each international applicant must certify that he or she has sufficient funds (exclusive of travel expenses) for university tuition, fees, books, supplies and living expenses. Acceptable sources of and documents for certifying financial support includes:

1. A notarized letter indicating full name, occupation and address from a parent or sponsor who can assure the financial responsibility for the applicant's education and living expenses.

2. An original current statement from a bank confirming that sufficient funds are available. As costs and fees change, it is best to check with the IES Office at UMBC to determine the exact amount required to cover educational and living expenses. A bank statement is valid for six months only. Should enrollment be deferred to a future term for any reason, an updated bank statement is required.

3. Official notification of grant, loan or scholarship indicating name and address of awarding institution, amount of funds, extent of expenses covered and number of years.

4. If an applicant is receiving a full assistantship, no additional materials from the applicant are required. A full assistantship from UMBC is sufficient documentation for purposes of obtaining an I-20.

No international student can be provided with the required immigration form without proof of adequate financial resources. International students on student visas cannot expect to work off-campus to supplement their financial ability, as such work authorization is generally not allowed. Questions regarding financial eligibility should be directed to the IES Office.

Health Insurance

In addition to having a certificate of immunization, all newly admitted international students are required to have health insurance. Student health insurance is available through UMBC, and all students in F-1 and J-1 status, except those awarded assistantships and those with proof of coverage, will automatically be billed for UMBC's International Student Health Insurance plan.

APPLICATIONS IN THE FINAL YEAR OF UNDERGRADUATE STUDY

Students in their final semester of work toward a bachelor's degree may be offered admission pending the filing of supplementary official transcripts recording the satisfactory completion of the remaining course work and the award of the degree. Students admitted pending receipt of a baccalaureate degree must submit an official transcript reflecting all course work and award of the degree within three months following such award. Applicants engaged in graduate study at another institution are also subject to this policy.

OFFERS OF ADMISSION

Offers of admission are made by the Office of the Dean of the Graduate School and Vice Provost for Research & Planning and specify the term of entrance. The offer of admission requires a response. If the applicant wishes to accept, decline or change the effective date of the offer, for one semester or one year, the Graduate School must be notified in writing or the offer of admission becomes void. Failure to notify the Graduate School before the first day of class or failure to register for the authorized term voids the offer of admission. The applicant must then submit a written request to be considered for a subsequent semester, and additional credentials may be requested.

Students who accept the offer of admission and enroll agree to abide by the rules and regulations of the University of Maryland and the laws of the state of Maryland and the U.S. Government.

Change of Objective, Termination of Admission, Readmission and Deferral

Students are admitted only to a specified program and only for the specified objective, e.g., course work only, post-baccalaureate certificate, master's degree, doctoral degree. Students who have been offered admission to more than one program for the same term must notify the Graduate School of their choice. When the offer of admission to one program is accepted, admission to all other programs is terminated since students can be registered in only one graduate program at a time, except in the case of certificate students who may be concurrently enrolled in a degree program. Failure to accept formally an offer of admission into a single program will result in a registration delay.

Students must maintain an average grade of "B" or better during the course of their studies and must otherwise satisfy all departmental and Graduate School program requirements.

Admitted students may request to defer their enrollment up to one academic year upon approval from the department and the Graduate School. For example, a student...
III. ACADEMIC INFORMATION

- **Standardized Test Scores.** Indicate your test score results in the spaces provided and the date(s) you took or intend to take the test(s). Request your official GRE and/or TOEFL score reports to be sent directly from ETS using the addresses that follow:

  Graduate Record Examinations Educational Testing Service
  P.O. Box 6066
  Princeton, NJ 08541-6066
  609-771-7670 (outside the U.S.)
  1-888-473-4373 (U.S. and Canada)
  www.gre.org

  TOEFL
  Educational Testing Service
  P.O. Box 6151
  Princeton, NJ 08541-6151
  609-771-7100 (outside the U.S.)
  1-877-863-3546 (U.S. and Canada)
  www.toefl.org

  Official examination score reports must be sent directly to the Graduate School from the testing agency. The GRE code number for UMBC is 5835. Photocopied score reports are not acceptable.

IV. EDUCATIONAL HISTORY

Complete each question in this section, even if you applied to or enrolled at UMBC before. Complete the history record chart as instructed.

If you attended a college or university with an ETS Institution Code listed in the GRE Information & Registration Bulletin, please write in the number in the appropriate line/column.

Transcripts

Each applicant must submit an official transcript from each post-secondary institution attended. These transcripts must include all undergraduate and graduate course work. Each transcript should bear the signature of the registrar and the seal of the granting institution and should include the years of attendance, courses taken, grades received, class standing and the degree, diploma or certificate conferred. International applicants must provide an official native language transcript or mark sheet, and an official English translated transcript from each college or university attended. Each set of documents must list subjects studied, grades or marks received and the rank in class or division in which the student placed. Students whose universities issue only one set of official records must have their academic records copied and notarized by the university registrar certifying the documents are true copies of the originals. Alternatively, if only one set of official records is provided by the institution, the student may submit a photocopy of these records with their application packet and bring the original document to the Graduate School for authentication upon arrival at UMBC.

List references as requested.

V. FINANCIAL ASSISTANCE INFORMATION

Respond to the questions as requested in this section. Some departments have their own financial assistance form, which is sent to you after receiving your application.

VI. CERTIFICATION

Please read the Certification Statement and sign and date the application form before submitting it.

ADDITIONAL REQUIREMENTS

- **Letters of Recommendation.** Applicants should submit three letters of recommendation from professors or others who can assess the quality of your academic performance and scholarly potential. Please use the enclosed recommendation form and make additional copies as needed (letterhead is acceptable). These completed forms (or letters) must be sent directly to the Graduate School, not to the program to which you are applying. If the recommender does not use the form, be certain that your full name, semester and the program to which you are applying are indicated on the letters.

- **Statement of Goals and Objectives.** Each application for graduate study at UMBC must be accompanied by a 500- to 1000-word statement of the applicant’s goals and objectives in pursuing graduate study. Use the form included with this packet or outline your statement on a separate sheet of paper and submit it directly to the Graduate School, not to the program to which you are applying. Include a description of relevant work experience as appropriate.

- **Residency Form.** Applicants must complete this form as instructed.

THE UNIVERSITY OF MARYLAND, BALTIMORE COUNTY

Additional Information

University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250
410-455-1000
www.umbc.edu

Graduate School/Graduate Admissions
Administration Building, 2nd Floor
410-455-2837
FAX: 410-455-1130
E-mail: umbograd@umbc.edu
www.umbc.edu/gradschool

International Education Services
222 Administration Building
410-455-2624
FAX: 410-455-1130
E-mail: ies@umbc.edu
www.umbc.edu/ies

Financial Aid
(Domestic applicants)
Library, Pondsille
410-455-2387
FAX: 410-455-1094
E-mail: finaid@umbc.edu
www.umbc.edu/financialaid

Information including course descriptions and official guidelines and policies from the Graduate School Catalog are also available online at the Web at www.umbc.edu.

The University of Maryland, Baltimore County is accredited by the Middle States Association of Colleges and Secondary Schools.

The University of Maryland Baltimore County does not discriminate on the basis of race, color, national origin, ethnic background, ancestry, sex, disability, age, marital status, sexual orientation, veteran's status or religon in admission to and participation in educational programs and activities, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

The following person has been designated to handle inquiries regarding the UMBC nondiscrimination policy:

Adrienne L. Mercer
Director of Human Relations
1000 Hilltop Circle
Administration Building, Suite 704
410-455-1606
ameercer@umbc.edu

Admission and curriculum requirements are subject to change without prior notice.
I. BIOGRAPHICAL INFORMATION

(If international students who do not have a U.S. Social Security Number will be assigned a temporary student identification number.)

1. Social Security Number (If to be considered for federal, state and institutional aid, a social security number (SSN) is required. If a student is due a refund for any reason during attendance at UMBC, a SSN is required. International students are not required to have a SSN unless the student will be working, for example, as a graduate assistant. In this case, the SSN can be obtained after arrival in the United States.)

2. Last Name/Surname

First Name

Middle Initial

3. Other name(s) which may appear on your academic records

4. Number and Street of Local/Current Mailing Address

Apt. #

City

State

ZIP Code

Country (If in Maryland)

Country

County (If in Maryland)

County

Business Telephone Number

Evening Telephone Number

Cell Phone Number

5. Permanent Address (If different from above)

Apt. #

City

State

ZIP Code

Country (If in Maryland)

Country

Home Email Address

Business Email Address

6. Birthday (Month/Day/Year)

7. Gender: [ ] Male [ ] Female

8. Emergency Contact Name

Mailing Address

City

State

Zip Code

Daytime Telephone Number

Relationship to You

Email Address

9. Ethnic Heritage: Only for U.S. citizens and permanent residents. This information is requested for the purpose of determining compliance with federal civil rights laws. Your response is completely voluntary and will not affect consideration of your application. By providing this information, you will assist us in ensuring that this program is administered in a non-discriminatory manner.

[ ] Native American or Alaskan Native [ ] African American [ ] Asian or Pacific Islander [ ] Hispanic [ ] Caucasian [ ] Other

10. Country of Citizenship

Country of Birth

Native Language

What language do you speak at home?

If not a U.S. citizen: Are you a permanent resident of the U.S.? [ ] Yes [ ] No If yes, please attach a photocopy of your green card.

Are you currently in the U.S.? [ ] Yes [ ] No (If yes, please attach photocopies of relevant documents)

11. What most influenced you to apply to UMBC’s Graduate School?

12. Are you applying as any of the following:

[ ] Horizon Participant [ ] McNair Scholar [ ] An Employee of UMBC [ ] An Accelerated UMBC Bachelor’s/Master’s Student

[ ] Project 1000 Applicant [ ] Current Peace Corps Volunteer

OFFICE USE ONLY (Residency classification for tuition)

[ ] In-State [ ] Out-of-State, temporary (Reason: ) [ ] Out-of-State

Evaluated by: Date: Entered by: Date:
V. FINANCIAL ASSISTANCE INFORMATION

Financial assistance you wish to be considered for, if any? □ Graduate Assistantship □ Research Assistantship □ Teaching Assistantship
Are you interested in applying under the Golden ID Program (for Maryland residents 60 years of age and over working no more than 20 hours a week)? □ Yes □ No

VI. CERTIFICATION

I certify that the information in this application is current, complete and correct. I understand that omission or falsification of information contained within or furnished in addition to this application may result in invalidation of admission/registration and/or dismissal from the university.

By submitting this application, I accept and agree to abide by the rules, policies and regulations of the University of Maryland, Baltimore County if I am admitted as a student, including those regarding drug and alcohol abuse, and understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

I understand that all information furnished to the Office of Graduate Admissions in connection with this application will be treated confidentially and will be disclosed only to university officials having a legitimate educational interest. If the conditions affecting my residency status change, I will notify UMBC in writing within fifteen (15) days of such change.

Consistent with the federal Campus Security Act, the following questions are required. If you answer "Yes" to either, please send to the Graduate School an explanation, include in that letter your name, social security number and date(s) or incident(s).

Have you ever been convicted or found guilty of any criminal or military offense, excluding minor traffic violations? □ Yes □ No
Have you ever been academically dismissed from, declared ineligible to attend or incurred disciplinary action at any previous institution? □ Yes □ No

Name of applicant (please print) _____________________________ Date _____________________________
Signature of applicant: _____________________________ Date _____________________________

(Application must be signed to be processed by the Graduate School.)

CAMPUS SECURITY NOTICE
In compliance with the U.S. D.O.E. Crime awareness and Campus Security Act of 1990, information regarding crime prevention, law enforcement authority of the UMBC Police, policies concerning reporting of campus crimes and crime statistics for the last three years may be obtained from the UMBC Police at 410-455-3133.

NON-DISCRIMINATION POLICY
The University of Maryland Baltimore County does not discriminate on the basis of race, color, national origin, ethnic background, ancestry, sex, disability, age, marital status, sexual orientation, veteran's status, or religion in admission to and participation in educational programs and activities, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1982), Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

Return this form with your application materials to:
University of Maryland, Baltimore County, Graduate School, (name) Graduate Program, 1000 Hilltop Circle, Baltimore, MD 21250
Graduate School Residency Form
University of Maryland, Baltimore County

Last Name / Surname
Date of Birth: ________
Email address: ____________________________
Term applying for: ________________________

First Name
Middle Initial

RESIDENCY INFORMATION
Do you wish to be considered for in-state tuition status? □ Yes □ No (If Yes, you must complete this section of the application.)

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENT, AND GO TO ITEM 13.

☐ I am a part-time (50%) or full-time regular employee of the University System of Maryland or, I am the spouse of, or am financially dependent upon a parent or legal guardian who is, a regular employee of the University System of Maryland. Please indicate relationship:
   Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.

☐ I am a full-time active member of the U.S. Armed Forces whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person. Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your “home of residency” (if applicable); and the most recent assignment orders. Also, please indicate date of expected separation from the military.

☐ I am a veteran of the United States Armed Forces who resides in Maryland and received an honorable discharge. Please attach proof of honorable discharge.

☐ I am eligible for in-state status considerations under the Maryland National Guard Nonresident Tuition Exemption. I am eligible because (1) I joined or subsequently served to provide a critical military occupational skill or (2) I am a member of the Air Force critical specialty code. I understand that I must provide documentation from my company commander for consideration.

IF NONE OF THE ABOVE IS CHECKED, applicants seeking in-state status must complete the following questions. Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. The applicant may be contacted for clarification of an item, or for additional information as necessary.

PLEASE CHECK ONE:

☐ I am financially independent. I have earned taxable income and I have not been claimed as a dependent on another person's most recent income tax returns.

☐ I am financially dependent on another person who has claimed me as a dependent on his/her most recent income tax returns, or I am a ward of the State of Maryland. If I am a ward of the State, please submit documentation and go to item 10.

Name of person upon whom dependent and relationship to applicant: ____________________________________________________________

a. How long have you been dependent upon this person? ____________________________
b. Is the person a resident of Maryland? □ Yes □ No
c. Address of this person:

   i. If no, type of visa: ____________________________
   ii. Expiration date of visa: ____________________________
   iii. Alien Registration No: ____________________________
   iv. Date of issuance: ____________________________

d. Is this person a citizen of the United States? □ Yes □ No

e. Has this person filed a Maryland state income tax return for the most recent year on all earned income including income earned outside of Maryland? □ Yes □ No

If yes, list actual years Maryland income tax returns have been filed within the past 3 years.

   i. Years filed: ____________________________
   ii. If a Maryland tax return has not been filed within the last 12 months, state reason(s):

f. Signature of this person: ____________________________________________________________

The Student Applicant is responsible for completing Items 1 - 10.

1. Permanent address: ____________________________________________________________
   Length of time at permanent address ________ years ________ months
   If less than 12 months, provide previous address:
   Length of time at previous address ________ years ________ months

2. Are you residing in Maryland primarily to attend an educational institution? □ Yes □ No

3. Are all, or substantially all, of your possessions in Maryland? □ Yes □ No

4. Do you possess a valid driver's license?
   a. If yes, initial date of issue ____________________________
   b. In what state? ____________________________
   c. Most recent date of issue ____________________________
   d. In what state? ____________________________

5. Do you own any motor vehicles?
   a. If yes, initial date of registration ____________________________
   b. In what state? ____________________________
   b. Most recent date of registration ____________________________
   d. In what state? ____________________________

6. Are you registered to vote?
   a. If yes, in what state? ____________________________
   b. Date of registration: ____________________________
   c. Were you previously registered to vote in another state? □ Yes □ No
GRADUATE SCHOOL STATEMENT OF ACADEMIC GOALS
AND RESEARCH INTERESTS
University of Maryland, Baltimore County

PERSONAL INFORMATION

Social Security Number

Last Name/Surname       First Name       Middle Initial

Proposed program – enter 3 or 4 letter code from Graduate Program Directory

Track, if applicable

Please discuss concisely, on this page, your academic objectives pertaining to the field in which you plan to study. Include contemplated research projects and professional career goals. Please include a description of relevant work experience as appropriate. Please type or print neatly. Continue on the back if necessary.
UMBC Graduate School - Management of Aging Services
2018/2019 Tuition & Fees

Master of Arts in Management of Aging Services - 36 credits

- Maryland Resident: $863.00/credit
- Non-Resident: $1,523.00/credit

Full time - 9 credits per semester

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For more information on tuition & fees, and financial aid:

https://gradschool.umbc.edu/funding/tuition/